

APPLYING FOR MEMBERSHIP

1. An application for Membership must be submitted in writing to the Secretary. This application must contain, but is not limited to, the following information:

- a. A letter requesting that the club be considered for Membership. If the club wishes to participate in the divisional play schedule, this must be stated with the divisional level.
- b. A brief history of the club along with a copy of the club's By-laws and/or Constitution.
- c. A financial statement and summary of how the club intends to remain financially solvent. Copies of the current budget and proposed budget for the following year are also required.
- d. A current schedule, as well as a summary of the club's record of previous season's games (if any). Any games that were scheduled but not played must be reported and the reason why the game was not played.
- e. Location and dimensions of home field and arrangements for its use. Location of practice field (if different than home field). List any restrictions on their use.
- f. A list of officers (President, Match Secretary, Treasurer, Secretary, Certified Coach, and a Permanent Address.
- g. A current membership roster, which include names, Email addresses, and telephone numbers.
- h. Dates when election of officers is held.
- i. Any discipline problems in previous games within the past year must be reported.
- j. Colors - The club must register their colors at this time for approval by the Capital Rugby Union Executive Committee.
- k. Application deadlines:
 - a. By May 15: if the team wishes to compete in the next competitive cycle. Due to the timing of the scheduling process, a club in the application process will be tentatively scheduled into the Competitive Region or Capital Rugby Union competitive system. However, this is not a tacit assumption of approval.
 - b. After May 15: the team will not be eligible to compete in the next competitive cycle.

2. The above items will be reviewed by the Capital Rugby Union Executive Committee after which they can recommend admission (or non-admission) to the Board of Directors at the Capital Rugby Union AGM.

3. Upon an affirmative vote of at least two-thirds (2/3) of the quorum present at the Annual General Meeting, the club will be considered a Probationary Member for a one-year period. During this period

and including the following Annual General Meeting, the Probationary Member will not have a vote at member gatherings or meetings.

4. At the next Annual General Meeting, the Capital Rugby Union Executive Committee will provide a summary of the new club's activities (membership, field, disciplinary issues) and offer a recommendation to the membership. Upon an affirmative vote of at least two-thirds (2/3) of the quorum present at the Annual General Meeting, the club will be considered a Member and will be eligible to vote on Capital Rugby Union matters.